

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. 300

PAGE NO. 1. ✓

1. Requesting Agency **MARYLAND-NATIONAL
CAPITAL PARK AND PLANNING COMMISSION**2. Division or Bureau of Requesting Agency
PLANNING DEPARTMENT, MONTGOMERY COUNTY

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
-------------	---	---

1. SUBDIVISION PLATS

Size: 19" x 19"
Dates: 1927 - -
Quantity: 4,050 plats
File Arrangement: By date of receipt

This is a file of the original subdivision plats showing the date of approval by the Commission, National Park and Planning Commission and Washington Suburban Sanitary Commission, and the date of filing with the Clerk of the Circuit Court. These plats are lithoprinted for the Subdivision Record Plat Books (Item 2) and for distribution.

RECOMMENDATION: RETAIN PERMANENTLY.

2. SUBDIVISION RECORD PLAT BOOKS AND PLATS

Size: 20" x 28" x 2"
Dates: 1927 - -
Quantity: 60 volumes and 15 map drawers (total 65 cubic feet)
File Arrangement: Chronological by date received.
Annual Accumulation: 1 cubic foot
Index: By lot, block, and subdivision name on wheeldex

The Subdivision Record Plat Books are a public file in book form of all approved subdivisions in the Regional District of Montgomery County. Each plat is numbered and shows: lot numbers, notes and bounds, size of lots and location, and streets and highways. A few

7. Agency, Division or Bureau Representative

John F. Kihlberg
Signature

SECRETARY - TREASURER

Title

6/20/57
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

JUN 19 57

Date

Marion S. Radell
Archivist

JUN 19 1957

Date

Secretary

APPROVED
HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. 300

PAGE NO. 2.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>plats dated from 1889 have been deposited with the Commission and are included in the first plat books. The books are composed of lithoprint copies, linen backed, of the original plats (Item 1). Surplus unbacked copies are filed in map drawers alphabetically by name of the subdivision for distribution to State and county agencies and to the public.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
3.	<p><u>PLATS AND MAPS</u></p> <p>Size: 48" x 48" Dates: 1928 - - Quantity: 56 map drawers, 2 volumes, 221 rolls and bundles (total 264 cubic feet) File Arrangement: Alphabetical by subdivision</p> <p>These are maps and plats, prepared for distribution by the Planning Department, of existing and proposed subdivisions, highways, roads, and other facilities in the Maryland-Washington Regional District, showing street names, house and lot numbers, and zoning.</p>	
A.	RECOMMENDATION: RETAIN PERMANENTLY TWO COMPLETE SETS OF ALL MAPS AND PLATS.	
B.	RECOMMENDATION: DESTROY SUPERSEDED EXCESS COPIES.	
4.	<p><u>ZONING AMENDMENTS AND PETITIONS</u></p> <p>Size: 8½" x 14" Dates: 1927 - - Quantity: 28 file drawers and 2 transfer files (total 45 cubic feet) File Arrangement: By number of the amendment or petition</p> <p>For each zoning or rezoning case a separate folder is prepared containing one or more of the following papers:</p> <ol style="list-style-type: none"> Petitions show name of the petitioner, petition number, date, description of the lot or subdivision, and the zoning requested. Zoning Hearings held before the District Councils record the testimony and the decision of the Council. The County Commissioners sit as District Councils in each district on zoning regulations and usually render decisions in conformity with the resolutions of the Commission. Hearings are recorded in the Minutes of the District Councils. 	<p>APPROVED BY BOARD OF PUBLIC WORKS</p> <p>JUN 10 1957</p> <p><i>[Signature]</i> SECRETARY</p>

APPROVED
HALL OF RECORDS COMMISSION

QUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO.

300

PAGE
NO.

3.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
-------------------	---	--

3. Staff Reports are prepared by the Planning Engineer on zoning and rezoning matters for the information of the Commission. These reports are included with the supporting documents bound with the Minutes of the Commission, and show the action of the Commission.

4. Zoning Amendments, separately mimeographed and numbered, are the resolutions of the Commission recommending the zoning decision of the Commission, in each case, to the District Council of the area involved. These amendments appear in the Minutes of the Commission.

5. Plans or maps of the area subject to zoning or rezoning. Changes in zoning are recorded in the Zoning Atlases (Schedule No. 299, Item 2).

6. Verbatim transcripts of testimony offered at public hearings (since 1946)

These files are located in the office of the Planning Department; additional copies for the current and two previous years are also to be found in the files of the Secretary-Treasurer. — nonrecord

RECOMMENDATION: RETAIN PERMANENTLY.

5. ZONING APPEALS

Size: 8½" x 11"

Dates: 1928 - -

Quantity: 4 file drawers (6 cubic feet)

File Arrangement: By case number

This file contains notices of hearings before the Board of Zoning Appeals, and the opinions and decisions of the Board on cases of variance in zoning regulations. The Board is appointed by the County Commissioners of Montgomery County. The hearings are contained in the Minutes of the Board.

RECOMMENDATION: RETAIN PERMANENTLY.

6. STREET PROFILES

Size: 24" x 36"

Dates: 1927 - -

Quantity: 29 file drawers (144 cubic feet)

File Arrangement: Chronological by date approved and by assigned number

Index: By street name, visible card system

The Street Profile shows a cross section of the proposed road and

APPROVED
HALL OF RECORDS COMMISSION

(12-7-66)

SECRETARY

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO.

300

PAGE
NO. 4.4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

and the grades. This plat is prepared and filed by the subdividor at the time of depositing the Preliminary Plan (Schedule No. 300 Item 7). Copies must also be submitted to the Washington Suburban Sanitary Commission for approval.

RECOMMENDATION: RETAIN PERMANENTLY.

7. PRELIMINARY SUBDIVISION PLAN FILE

Size: 11" x 8½"

Dates: 1927 - -

Quantity: 11 file drawers (16 cubic feet)

File Arrangement: Chronological by date received and by assigned number

Subdividers are required to file preliminary plans of subdivisions with the Commission which are referred to the Planning Department for study and opinion. This file includes the plans, related correspondence, supporting documents and the recommendations of the Planning Department and the Commission. After the plan has been approved the subdividor may submit a final plat on blue linen (Item 1). The Preliminary Plan File is used for reference and background information in the Planning Department.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED
HALL OF RECORDS COMMISSION

